



Staff Tutorials

Check Out

To check items out the library and Evergreen begin by accessing the “Circulation” menu and selecting “Check-Out”

A screenshot of a web browser window displaying the Evergreen Indiana 'Check Out' interface. The browser's address bar shows the URL '1: mgrl-ma-demo-globaladmin@PIED-AUB-is1.demo.gapines.org'. The browser's menu bar includes 'File', 'Edit', 'Search', 'Circulation', and 'Cataloging'. The 'Circulation' menu is open, and 'Check Out' is selected. The main content area is titled 'Retrieve Patron' and contains a 'Barcode:' label followed by a text input field and a 'Submit' button. The background of the interface is a light beige color.

Using your mouse, place the cursor in the light green “Enter Barcode” box and scan the patrons library card barcode.

If the patron does not have their library card and you wish to look them up by name, you can select “Search” and “Search for Patron” to obtain the patron record.

The screenshot shows a web browser window with the address bar displaying `1: mgri-ma-demo-globaladmin@PIED-AUB-isl.demo.gapines.org`. The browser's menu bar includes **File**, **Edit**, **Search**, **Circulation**, and **Cataloging**. The top right of the browser window has buttons for **Admin (-)** and **Help**.

The main content area of the browser is titled **1 Patron Search**. Below this title, the text **No Patron Selected** is displayed. To the right of this text are two buttons: **Search Form** and **Retrieve Patron**.

On the left side of the main content area, there is a **Search for Patron** section. It contains the following fields and controls:

- Include inactive patrons?** with an unchecked checkbox.
- Limit results to patrons in** with a dropdown menu currently set to **Everywhere**.
- Last Name:** with a light green input field.
- First Name:** with a white input field.
- Middle Name:** with a white input field.
- Email:** with a white input field.
- Phone:** with a white input field.
- ID:** with a white input field.
- Address 1:** with a white input field.
- Address 2:** with a white input field.
- City:** with a white input field.
- ZIP:** with a white input field.
- Search** button.
- Clear Form** button.

After the patron is retrieved, the check out screen will appear. Any staff alerts about this patron will also appear at this time.

The screenshot shows the Evergreen Indiana library system's Check Out interface. The browser address bar displays the URL: 1: mgri-ma-demo-globaladmin@PIED-AUB-isl.demo.gapines.org. The page title is "Patron: Smith, Jeremiah". The interface is divided into two main sections: a left sidebar for patron details and a main area for the check out process.

Patron: Smith, Jeremiah
(Has Bills) (Has Overdues)

▼Status

Patrons
HCLS-FV
Internet: Filtered
Expires on 2011-03-27

Holds: 1
Available: 0
Bills: \$5.00
Check Outs: 2
Overdue: 1
Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cat: 0

▼ID/Contact Info

Library Card: 123456
ID 1: Drivers License
xxxx5777
ID 2:
DOB: 1983-01-01

Day Phone:
Evening Phone:
Other Phone:

OPAC Login: 123456
Email:

▼Mailing Address

1 University Way
Tuscaloosa AL 35401

Check Out

Barcode: [input field] [Submit] Dye Date: Normal [dropdown]

Barcode Due Date Title

Print Receipt Export Copy to Clipboard Save Columns ☐ Strict Barcode ☐ Auto-Print Done

The left pane gives an overview of the patrons account. This will include any Bills, overdue books, etc.

To begin checking items out, place the cursor in the green “Barcode:” box and begin scanning items.

Items will begin to appear in the right pane as they are checked out.

The screenshot shows the Evergreen Indiana library system interface. The browser address bar displays the URL: 1: mgrl-ma-demo-globaladmin@PIED-AUB-isl.demo.gapines.org. The interface has a menu bar with File, Edit, Search, Circulation, and Cataloging. Below the menu bar, the current user is identified as '1 Patron: Smith, Jeremiah'. The main interface is divided into two main sections: a left sidebar and a right main area.

Left Sidebar:

- Patron: Smith, Jeremiah** (Has Bills) (Has Overdues)
- Status**
 - Patrons: HCLS-FV
 - Internet: Filtered
 - Expires on 2011-03-27
 - Holds: 1
 - Available: 0
 - Bills: \$5.00
 - Check Outs: 3
 - Overdue: 1
 - Long Overdue: 0
 - Claimed Returned: 0
 - Lost: 0
 - Non Cat: 0
- ID/Contact Info**
 - Library Card: 123456
 - ID 1: Drivers License xxxx5777
 - ID 2:
 - DOB: 1983-01-01
 - Day Phone:
 - Evening Phone:
 - Other Phone:
 - OPAC Login: 123456
 - Email:
- Mailing Address**
 - 1 University Way
 - Tuscaloosa AL 35401

Right Main Area:

The 'Check Out' section is active. It features a 'Barcode:' input field with a dropdown arrow, a 'Submit' button, and a 'Due Date' dropdown menu set to 'Normal'. Below this, a table displays the checked-out item:

Barcode	Due Date	Title
123456	2008-09-11	Went on a great adventure :

At the bottom of the interface, there are several buttons: 'Print Receipt', 'Export', 'Copy to Clipboard', 'Save Columns', 'Strict Barcode' (checkbox), 'Auto-Print' (checkbox), and 'Done'.

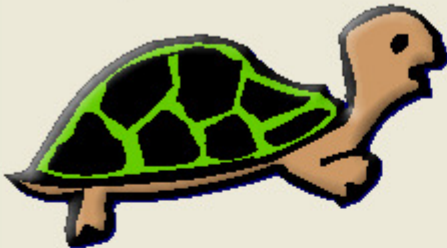
After you are finished checking out items, click “Print Receipt” followed by “done” or select “Auto-Print” and click “done”.

If there is a hold requested for the item when it is checked in, the "Transit Slip" message will appear and a holds receipt will be automatically printed for this hold.

If patrons have selected in the OPAC to be notified by email when a hold is available, Evergreen Indiana will automatically dispatch an email to the patron letting them know their hold is available for pickup.

Transit Slip

Transit Slip



Destination: STRL-RHILL.

Bryan County Library, Richmond Hill
We do not have a holds address for this library.

Barcode: 123456
Title: Went on a great adventure :
Author: Rabbit, Peter

Hold for patron Smith, Jeremiah
Barcode: 123456
Notify by email:

Request Date: 2008-06-10
Slip Date: 2008-08-28

Options

Print

Don't Print